

Arizona National Guard Family Readiness Program – Appendix V

APPENDIX V

ACTIVITY CHECKLIST

<i>Activity</i>	<i>Date Completed</i>
1. Develop Plan of Action	
2. Approval of Commander	
3. Volunteers to Help	
4. Volunteer Agreement — Signed and on File	
5. Budget Planned for Activity	
6. Approval for Use of Site for Activity	
7. Alternate Plan	
1. Timeline (Date for Completion)	
9. Public Awareness (Advertising if Required)	
10. Facility Usage (Armory or other Site)	
11. Task Assignments (given to teams or individuals)	
12. Child/Elder/Adult Care	
13. Other	
14. Evaluations (complete evaluation forms)	
15. Recognize Volunteers and Supporters	

APPENDIX V
ACTIVITY BUDGET FORM

1. How is activity going to be funded: _____

2. Fund-raising involved:

Date of Commander Approval: _____

Copy of Commander Approval Letter on File: ____ Yes or ____ No

Type(s) of Fund-raising Activity: _____

Date(s) of Fund-raising Activity: _____

3. Estimated/Actual Cost of Items Necessary for Activity:

Item _____	Cost: \$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Cost: \$ _____

4. Designated Sale Price of Each Item:

Item _____	Price \$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

5. Plan for Payment of Cost Involved:

Minutes of FRG meeting directing Treasurer to pay for items out of the FRG account.

Fund-raising items to be donated.

Other: _____

6. Budget Summary:

Beginning Account Balance:	\$ _____
Anticipated Income:	\$ _____
Anticipated Expenses:	\$ _____
Anticipated Deposit in Bank:	\$ _____